

Operational Best Practices	● In Place/ Effective	● In Progress/ Needs Work	● Absent/ Ineffective	N/A	Comments/ Plan for Action
Vehicle Use and Operations Each City must adopt a comprehensive fleet management program to include driver training (defensive driver training), driver screening and selection, vehicle use, non-owned vehicle use, and vehicle maintenance.					
Driver Selection and Training Measures					
There is a written program in place that is actively utilized as the basis for driver selection and screening of employees and prospective employees for driving related duties.					
There is evidence that employees with negative Motor Vehicle Records (MVR) activity as defined by the ABAG PLAN standards are provided personnel counseling, training, rehabilitation, and/or remove from driving responsibilities depending on the nature and seriousness of the activity on their MVR or observed driving behavior.					
All employees who drive any vehicle on City business are enrolled in the DMV Employer Pull Notice (EPN) program and MVRs are reviewed to prevent negligent retention. Note: Release required for drivers whose license does not require participation in the EPN program.					
Vehicle Maintenance Measures					
Vehicles and records are maintained to meet standards and warranties relevant to the vehicles or equipment and to help defend negligence claims.					
Vehicle Operations Measures					
The City has adopted a vehicle use policy detailing when and how City and personal vehicles may be used for City business.					
The City has adopted a cell phone or distracted driver policy and all vehicle accident investigations reflect any “distracted driver” implication as part of the root cause analysis.					